

ST MARY THE VIRGIN, LINTON
MINUTES OF PCC MEETING HELD IN CHURCH
ON THURSDAY 8TH SEPTEMBER 2022

PRESENT

Dr D Parry-Smith (Chair), Mrs J Burge, Mr A Cornell-Webb, Miss C Ellis (Churchwarden), Mrs S Ellis (Treasurer), Mrs H Evans, Mrs S King, Mrs S Mudge (Secretary), Dr S Nickolls, Mrs P Schofield, Mrs S Thorne (LLM), Mr R Tonry, Dr M Warrington, Mrs C Watts (LLM and Safeguarding Officer) and Mr D Watts (Churchwarden).

1. OPENING PRAYER

David Parry-Smith opened the meeting with prayers of thanks for the life of Queen Elizabeth II and for other members of the Royal Family; following the announcement of the Queen's death that afternoon.

2. APOLOGIES

Apologies were received from Mr A Gore, Mr J Organ, Revd. M Wilcockson and Mr M Younger.

3. MINUTES OF 11TH JULY 2022

The minutes were approved as a true record.

4. MATTERS ARISING

Item 6.3 Finance – Sue Ellis had been asked how many people gave via the Parish Giving Scheme and she had suggested about 50 people. Sue E had since checked this and said that 43 people used the Parish Giving Scheme and another 36 people continued to give by Standing Order.

Item 10 Toilet Twinning – Anne Parry-Smith had organised this at a one-off cost of around £60 and a notice was displayed on the toilet door in the pavilion.

5. SAFEGUARDING REPORT

Cathy Watts reported that:

- All PCC members now have DBS certificates in place.
- Michael Wilcockson & LLMs are currently undertaking C2 Leadership training. LLMs must have this to ensure all safeguarding training requirements are in place before the triennial licensing service on October 1st.
- Cathy is due to do Safer Recruitment and Managing People as part of her role as Diocesan LLM Selection Officer.
- National Safeguarding Sunday is 20th November.

6. CHURCHWARDENS' REPORT

David Watts spoke to the following points.

6.1. LINTON FREE CHURCH USE OF THE PAVILION

Linton Free Church members had asked the churchwardens whether it would be possible to use St Mary's church pavilion twice a month for their Junior Church meetings while the Free Church was undergoing building work. The request led to creative thinking about how to accommodate this and also provide post-service coffee for St Mary's. A serving point was set up near the south door, in advance of a potential servery bench and kitchenette (previously discussed). This was trialled in August and proved to be successful, not only in providing drinks but also in encouraging more people to stay for coffee and allowing those still clearing up to also have a drink. The Standing Committee agreed to allow the Free Church to use the pavilion at a charge £20 per session. That is

below the recommended rate of £30 but reflects an element of goodwill. It is hoped that £20 will cover the cost of the electric heating.

Cathy asked about Safeguarding arrangements. David W said that he would check this with the Free Church. Standard practice is that anyone hiring the pavilion or church will follow the St Mary's procedure unless they have their own policy in place. **Action DW**

6.2. GRAFFITI

The recent graffiti on the back of the noticeboard had been cleaned off. Thanks to Andrew Gore, Brian and Janice Grey for doing this. A photo of the graffiti was taken and reported online to the police and separately to John Bald who is monitoring vandalism in the village for the Parish Council and to the PCSO for Linton, Chris Wiseman. Chris took the picture of the tag into the Village College to see if any stuff or pupils recognised it and could tell him who was responsible. Chris Wiseman reported that he had not been given any names but there will be evening patrols in the future.

6.3. WARM HUBS

A parishioner had approached David W to say that she would be willing to contribute to the costs if the church were able to offer a warm space and refreshments to people during cold weather, given the expected rise in electricity and gas prices. An email had been received from Cambridgeshire ACRE, offering a Zoom meeting to give more information. David Parry-Smith was able to attend this and made the following points:

- A warm hub had been operating in Soham for 2 years, offering tea and coffee, may include soup in future.
- Must be a free service run by volunteers; some funding is available so that volunteers are not out of pocket.
- It would necessitate higher temperature for the heating in church during the winter.
- Many meeting attendees saw transport as being an issue for the people who really need the service.

David Watts has submitted an expression of interest to ACRE. He has also contacted Linton Free Church and the Parish Council about a collaborative approach. Linton Library can offer space to sit, information and Wi-Fi during their opening hours but has no access to a kitchen. It may be possible to have different venues open on different days. David W is due to complete an assessment of facilities.

Molly Warrington suggested that even if the church were not formally a hub, the building could be open with the option of tea and coffee, which would require fewer volunteers.

6.4. ZOOM FOR SERVICES

Michael Wilcockson had met with John Thorne to investigate the costs of hardware which would be needed to improve the Zoom offering. John had sent a paper showing options to David W. Unfortunately Michael W was ill and so could not explain the detail.

The minimum capital cost was £2260 and does not include housing for the equipment. An intermediate option was £3260 and the maximum cost, including a secure sound desk was £4960. The two lower cost options involve setting up and packing away equipment every time it is used, which will inevitably lead to some deterioration. There currently is no budget for this expenditure.

David Watts said that it had transpired that Plusnet were under-charging for the contract. A new hub had been offered to accompany the revised deal for upgraded broadband speed.

Molly Warrington said that we had not answered the question posed at the last meeting as to whether we wish to continue with Zoom services.

David Watts felt that the uptake may have been limited due to the poor quality. It would be an advantage if we could stream services to Symonds House, Nichols Court and maybe to the Chalklands community centre.

Charlotte Ellis pointed out that it takes a lot of time to set up the equipment for each use which would mean going for the maximum cost option in order to avoid this in future.

David Parry-Smith said that we need to decide what we wish to provide and put it forward for consideration in the budget setting process.

Sarah King said that she wished to thank those people who had managed the Zoom services thus far.

6.5. GRANTS

David Watts has continued to work on grant applications. The next deadline for Amey Community Fund is December. The information requested is proving difficult to provide. The Joseph Rank Foundation application is more straightforward but still requires supporting documents from the Architect, Treasurer and DAC. Their next meeting is in October.

6.6. VACANCY UPDATE

The closing date for the third round of advertising is the 17th September. Whilst the Archdeacon's office has fielded some enquiries there had been no applications by Monday 5th September. Discernment day is provisionally 18th October. The same tenants are in the Rectory and will be told of the Discernment day arrangements which affect them in due course.

Richard Tonry proffered thanks to the Churchwardens for their additional contribution during the extended vacancy.

6.7. TRIENNIAL SERVICE TO LICENCE LLMs

The renewal of licences for all LLMs in the Diocese will take place in Ely Cathedral on Saturday 1st October. Cathy Watts offered to submit a notice for the pewsheet to inform people and encourage them to attend the Triennial Service to support the Linton Team LLMs – Nicola Collard, Cathy Watts, Sarah Thorne and Lindi Kent.

7. MINISTRY TEAM REPORT

Notes had been circulated from the meeting on 30th August.

- **Name change** – having considered the remit of the group, the Ministry Team name still seemed to be the most suitable. However clearer distinction still needs to be made between it and the team of clergy, LLMs and ALMs who meet to consider benefice wide issues. It was suggested that these might be called Team Ministers.
- **Together With God** – Nicola Collard has stepped back from participation in TWG. The service offers a unique opportunity in our pattern of worship as the one Sunday morning service in the month that is non-Eucharistic. Some are more comfortable in it because of this, others find the change refreshing. It has become the service where newly baptised children and their families are welcomed to the church. As such it is a vital part of our worship. If it is to continue there needs to be a team of people supporting Cathy Watts in planning, preparing and participating in the service.
- **This Time Tomorrow** – discussion continuing as to the purpose of this aspect and how it might fit into a service without affecting / reducing other parts of the liturgy.
- **Contact details and GDPR** – A member of the ministry team had their ex-directory phone number shared without permission. We all need to be clearer on what we can and cannot share. Molly Warrington and David Watts are working on this matter. Recommendation is to say 'if you can give me your details I will contact them and ask them to contact you.'
- **Further Covid relaxation** – arrangements were reviewed and it was decided that current practices should be continued. Need to reiterate that intinction is not allowed by the diocese –people to be informed by a notice in the pewsheet and announcement at services. Sue Mudge asked whether it was still necessary to ask the congregation to walk to the back of the church to use sanitiser before taking Communion. It slows the process considerably as some find it difficult to walk the

extra distance. Charlotte Ellis offered to dispense sanitiser when she shepherds people from their seats and it was agreed to try this change.

- **Forthcoming services** – dates have been scheduled until Christmas. David Watts commented that arrangements for the Queen's funeral were not yet known.

8. FINANCE & STEWARDSHIP REPORT

Minutes of the July F&S committee had been circulated along with the balance sheet and budget summary to the end of June and a cash flow forecast to the end of December 2022.

- The three year agreement with the **Beacon Youth Trust** ended in August. The committee recommended that the church should continue to support the BYT at the current level for another three years; i.e. £6,500pa or £541 per month. This funding was proposed by Richard Tonry, seconded by Patricia Schofield and agreed. The expenditure already appears in the budget for the rest of the year.
- Having previously made a new purple chasuble, Cathy Watts had offered to make a matching garment for the deacon and other appropriate decorative fittings. It was agreed that the money from the forthcoming September coffee morning would fund the fabric, braid etc.
- Sue Ellis had received notification that the **Good Box** company was in administration, although it was still operating. Sue had been looking at alternative systems. The Diocese is offering 50 free contactless payment machines. Sue will apply for one and intends to do the associated Zoom training.
- The budget summary to end of June showed that **expenditure currently exceeds income by £12,000**. The budget set in 2021 was for a deficit of £35,000 over the year.
- The **cash flow projection** sets regular promised income against essential known expenditure and showed that a further withdrawal from the savings account would be required in November.
- Sue E offered to prepare a notice for the pewsheets to inform the congregation and ask people to consider their giving. It is important that social events are well supported and are profitable. Sue will soon be preparing a draft budget for next year and will be asking key people for their expected expenditure.
- Molly Warrington said that there is a history of setting a budget and not sticking to it. Molly asked whether we are going to be stricter when authorising expenditure.

9. REPORTS TO PCC

9.1. FABRIC COMMITTEE

Richard Tonry had circulated reports.

- The external **QI works** did not start in August and are now scheduled for 17th October, planned to avoid a wedding on the 15th. It is still hoped that the **Lighting** contractor will start work in January 2023.
- The **plans for the kitchenette** – waiting for costings from Henry Freeland.
- **DAC advisors** visited in August and met with Richard Tonry to discuss the architectural implications of the Faculty application for re-lighting the church. Richard also raised the proposals for the kitchenette, north aisle storage area and disposal of pews. The advisors did not envisage any problem with the kitchenette. They were concerned about the monuments which would be obscured by the storage area. There was also concern about disposing of the two carved frontals, currently in the Resurrection Chapel and the two carved pews at the back of the nave. Other pews did not cause concern. The proposed portable lectern will need to be included in the Faculty application and it is unlikely that permission to move or dispose of the eagle lectern will be granted.

- Peace Garden – Richard said that drawings and costings for bespoke built in benches have been prepared and given to Glynis Younger. Glynis also wishes to speak to Rebecca Rix about reviewing the planting.
- **Pavilion ramp and handrail** – Andrew Gore had spoken to Ian Blackman about replacing the rotten wood, within the budget of £250 agreed at the last PCC meeting.
- **Re-surfacing the churchyard paths** did not start on 18th July due to excessive heat at that time. The contractor has not yet offered another date.
- Andrew Gore had submitted a request to buy an **extendable ladder**, particularly to continue with pavilion maintenance. Andrew has found a suitable model which can extend from 2m to 5m and costs £150 - £170. The meeting agreed that up to £200 could be spent from the church maintenance and improvement budget but raised the question of suitable secure storage.

9.2. CHILDREN AND FAMILIES TEAM

Sarah Thorne gave a brief report. A newsletter had been sent covering the first half of the Summer Make Lunch scheme and the one for the second half was about to be issued. The first Friday Church of the school academic year was the following day, Tots in Tow starts again on the 14th September and Messy Church is scheduled for 18th September – a busy time for the Children and Families team.

9.3. DEANERY SYNOD REPORT

David Parry-Smith had circulated an update covering the Deanery Development Planning (see below), the Deanery Share and other Deanery matters. There are still 3 vacancies in the area and news of a new Youthinc appointment is expected soon.

Deanery Development Planning - A representative from each Benefice in the Deanery (Working Party) met in August. They used the guidelines/questions produced by Michael Wilcockson (as Rural Dean) and Andrew Gore which will be used to draw up a 5-10 year plan for the Deanery.

- What have we learned from the pandemic that we can develop for the future?
- How can we develop different ideas of ministry to use people's gifts and skills?
- How can we develop the ways churches have served their communities during the pandemic?
- Finance is tight, how can we live within our means?
- How do we most effectively manage our historic churches?
- How do we anticipate the challenge of living in a rapidly growing population and new housing developments?
- What new forms of outreach will engage with the generations who are unfamiliar with 'church', particularly children and young people?
- What pattern of ministry, both ordained and lay, should there be, and might there be, in future?

There will be an open meeting at St Mary's on Thursday, 15 September 6.30-9pm to consider these questions as a parish. *(This meeting was subsequently rearranged for Monday 26th Sept., after the period of national mourning for Queen Elizabeth II - SM)*

9.4. EVENTS COMMITTEE

Charlotte Ellis's report summarised recent activities. The July coffee morning raised £161 for church funds; the August one was organised by the Mothers' Union in aid of MU projects and the Make Lunch Club. Jan Munt's postponed talk about Ely Cathedral plus high tea is now booked for 11th September, followed by the regular coffee morning and ploughman's harvest supper on 17th September. *(These three September events did not happen due to the period of national mourning for Queen Elizabeth II - SM)*

A concert by Hadstock Silver Band is booked for 29th October and Pam Richardson is organising a quiz on behalf of Christian Aid on 26th November.

9.5. PASTORAL GROUP REPORT

Sue Filby had circulated a brief report from the meeting on 19th July. All DBS checks have been completed for the group. The visit list was updated. Michael Wilcockson and Hannah Foote visited Symonds House to share communion and sing some hymns. Singing was so successful that Michael W may introduce it at Nichols Court too.

10. APPROVAL OF POLICIES

David Watts had circulated the following: Conflict of Interest Policy, Policy for Equality and Diversity and A Public Access Statement. These were found to be required when applying for some of the grants for the lighting work. They were all accepted by the PCC with the proviso that the St Mary's logo would be added to each one – proposed by Jacqui Burge and seconded by Charlotte Ellis.

11. ANY OTHER BUSINESS

Sue Mudge said that she would not be available for the November meeting and appealed for someone to offer to circulate the papers and take the minutes.
David P-S suggested that Sue should ask Anne P-S.

The meeting closed with prayer at 9.10pm.

Dates of future PCC meetings:

Monday 14th November,

Thursday 12th January 2023, Monday 13th March 2023.

Deanery Synod: Monday 7th November at Ickleton.